

# CALIFORNIA REGIONAL BLUEPRINT PLANNING PROGRAM



**Sponsored by**  
**California Business, Transportation and Housing Agency**  
**in conjunction with the Department of Transportation**  
**and Department of Housing and Community Development**

– A Voluntary, Discretionary, Competitive Grant Program –  
for  
Metropolitan Planning Organizations  
In Cooperation With  
Councils of Government

**GRANT APPLICATION for**  
**First Year Grants 2006–07**  
*Application Due – October 2, 2006*

**Submit to the California Department of Transportation**  
**Division of Transportation Planning, MS-32**  
**P.O. Box 942874**  
**Sacramento, CA 942874-0001**



**Business,  
Transportation &  
Housing Agency**



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# **California Regional Blueprint Planning Program**

## **Grant Program Description**

### **Introduction**

The California Regional Blueprint Planning Program makes \$5 million per year for two years, 2006 and 2007, available to Metropolitan Planning Organizations (MPOs). The Regional Blueprint Planning Program is a voluntary, competitive grant program that will initiate or augment existing efforts of Metropolitan Planning Organizations (MPOs) and Councils of Government (COGs) to conduct comprehensive scenario planning that results in consensus by regional leaders, local governments and stakeholders on a preferred growth scenario – or “blueprint” – to achieve the objectives delineated below for a twenty-year planning horizon (through 2025).

Scenario planning enables public officials and other participants to more realistically evaluate future land use patterns and their potential impacts on the region’s transportation system, housing supply, jobs-housing proximity and balance, environment and natural resources. The grant program is intended to better inform regional and local decision-making, through proactive engagement of all segments of the population as well as critical stakeholders in the community, business interests, academia, builders, environmental advocates, and to foster consensus on a vision and preferred land use pattern.

### **Authorizing Legislation**

#### **The FY 2005/06 California State Budget (Senate Bill 77) and 2006/07 California State Budget (Assembly Bill 1801)**

The California Regional Blueprint Planning Grant Program is designed to support related statutory requirements, programs, and guidelines that address the need for integrated planning. These requirements include the: Regional Transportation Plan Guidelines; State’s planning priorities in Government Code Section 65041.1 (Assembly Bill 857, Chapter 1016, Statutes of 2002); “alternative planning scenario” authorized by Government Code Section 65080, et seq. (Assembly Bill 2140, Chapter 832, Statutes of 2000); Congestion Management Program (Government Code Section 65089); and the Regional Housing Needs Allocation Process in housing element law (Government Code Section 65584 et seq.).

### **Program Vision**

This program will contribute to the vision of improved quality of life within California by addressing future growth on a twenty-year horizon through the integration of transportation, housing, land use, environmental resources, other infrastructure, and services. This integration will result in a more efficient and effective transportation system and land use pattern to achieve the three outcomes (3Es) that define quality of life – prosperous economy, quality environment, and social equity (more equal opportunity) – for all Californians. The program will incorporate the goal that the region as a whole and each jurisdiction, to the extent possible, should strive to “take care of our own” by planning for and being prepared to accommodate a sufficient housing

supply to accommodate natural population increases and workforce needs for the full spectrum of the population, including all income categories.

### **Program Policy Goals**

The program will provide funds for regional collaborative decision-making and adoption of “blueprint” plans that will:

1. Foster a more efficient land use pattern that (a) supports improved mobility and reduced dependency on single-occupant vehicle trips, (b) accommodates an adequate supply of housing for all incomes, (c) reduces impacts on valuable habitat, productive farmland, and air quality, (d) increases resource use efficiency, and (e) results in safe and vibrant neighborhoods.
2. Provide consumers more housing and transportation choices.
3. Improve California’s economic competitiveness and quality of life.
4. Reduce costs and time needed to deliver transportation projects through informed early public and resource agency involvement.
5. Secure local government and community support, including that of under-represented groups, to achieve the resulting comprehensive vision through including innovative computer models and public involvement activities.
6. Establish a process for public and stakeholder engagement that can be replicated to build awareness of and support for critical infrastructure and housing needs.

### **Program Criteria**

The Regional Blueprint Plan shall be developed in collaboration with a broad range of public and private stakeholders, including local elected officials, city and county agencies, civic organizations representing business, labor, environmental, and community leaders, neighborhood groups, and the general public. Connection to existing interregional partnerships, studies in progress, and modeling enhancements is essential. The Regional Blueprint Plans shall be based on a twenty-year horizon. The resulting Regional Blueprint Plan shall identify the most efficient and effective transportation system and preferred land use pattern possible that will:

1. Improve mobility through a combination of strategies and investments to accommodate growth in transportation demand and reductions in current levels of congestion.
2. Reduce dependency on single-occupant vehicle trips, fostering neighborhood and project designs that enable more walking and bicycling for healthier communities by:
  - Reducing the growth in traffic congestion and making more efficient use of existing transportation infrastructure through comprehensive transportation system management.
  - Encouraging public transit usage, ridesharing, walking, and bicycling;
  - Deploying transportation demand management practices (which may include economic incentives and value pricing).
  - Promoting mixed-use development and increasing housing and commercial development around transit facilities and in close proximity to employment centers.
  - Promoting equity in growth and development by rehabilitating, maintaining, and improving existing infrastructure that supports infill development and appropriate reuse and redevelopment of previously developed land.

3. Accommodate a sufficient housing supply within the region (and within each sub-region and jurisdiction to the extent possible) to accommodate the projected population and workforce needs for the full spectrum of the population (very low, low, moderate and above moderate income households) over the next 20 years.
4. Minimize impacts on valuable habitat and productive farmland.
5. Increase resource use efficiency, including energy, water, and building materials conservation.
6. Establish a process for public and stakeholder engagement that can be incorporated into future planning processes.

## **Performance Measures**

MPOs will use appropriate measures of performance designed to address the objectives of this program and their own regional vision. Several key transportation and housing performance measures that address statewide priorities should also be incorporated in the blueprint planning process so that the State can measure the effectiveness of the program. These “vital few” statewide performance measures were discussed at the Regional Blueprint Planning Program Workshop on August 2, 2005. Some examples are listed below.

Sample California Statewide Transportation System Measures include:

- Travel time within key regional corridors.
- Total person hours of delay.
- Percent of workers within “x” (15,30,45,60) minutes of their jobs.
- Modal split.
- Percent of jobs within a quarter/half mile of a transit station or corridor.
- Variability in travel time on state highways.
- Percent utilization of highways during peak period.
- Passengers per vehicle revenue mile (transit).
- Passenger miles per train mile.
- Percent trucks by axle.
- Days exceeding national/state air quality standards by air basin and statewide.

Some potential regional blueprint housing performance measures:

- Improved ratio of jobs to housing units over the region’s baseline.
- Reduction in projected out migration of employees within the region for housing outside the region over the region’s baseline.
- Increase in proportion of new housing development occurring within infill areas of the region.
- Increase the potential for the region and all member local governments to accommodate their entire regional housing need allocation and an increase in multifamily development over the baseline.

Some additional examples of possible blueprint performance measures are:

- Extent to which region accommodates a sufficient housing supply to match their natural populations increases and workforce needs for all income categories.
- Achieve the targets for reduction in emissions of greenhouse gases established for California by Governor’s Executive Order S-3-05 on June 1, 2005.

- Reduction in number of Vehicle Miles Traveled per Household (reflects changes in land use that reduce single-occupancy vehicle travel).
- Reduction in acres of agricultural or greenfield lands converted to urban uses.
- Increase in the proportion of residents using transit.

### **Overall Funding Availability**

A total of \$5 million is available for the FY 2006/07. Approximately \$1million will be set aside to fund first year grantees. For second year continuing grants, \$4million will be available. These are federal transportation funds that require at least 20% local match.

### **Eligible Applicants (targeted MPOs)**

Approximately \$1 million will be available to fund four potential new grant awards. The four Metropolitan Planning Organizations (MPOs) that did not receive Blueprint Grant funds for the FY 2005/06 are eligible to submit a grant application. The Federal Highway Administration, and Caltrans have conducted the first of two scenario planning workshops. The first was held June 2, 2006, for the potential grantee MPOs located on the Central Coast and the second workshop will be held August 9, 2006, in Chico for the Northern California MPOs.

Regional Blueprint Planning efforts already initiated, should continue jointly with Councils of Governments, counties and cities, Native American Tribal Governments, federal and state resource protection agencies and the Caltrans District, as appropriate, within the region.

The grant requirements for the four new grants are minimally changed from that of last year. The application will consist of:

- Complete FY 2006/07 work plan and budget.
- Accomplishments and progress made during the last year in preparation for this current grant cycle, any interim products that have been developed and degree of participation in the Blueprint Learning Network (BLN).
- Status or strategy for developing the 5-member team that will include representation from the 3-E's (Economy, Environment, and Social Equity) as well as key MPO and COG stakeholders.
- Draft Overall Work Program (OWP) Work Element.

Funding will depend on the comprehensiveness of the grant application addressing the criteria above, federal funding eligibility of their proposed activities, and required local match.

## **Application Process**

### **When to Apply**

Applications will be accepted beginning with the issuance of this grant application package continuing through 5:00 PM, Monday, October 2, 2006. Applications are due at the Department of Transportation, Headquarters Building, 1120 N Street, Sacramento, California. The mailing address is:

California Department of Transportation  
Division of Transportation Planning  
P.O. Box 942874, MS-32  
Sacramento, CA 94274-0001  
Attn: Marilee Mortenson

The Division of Transportation Planning must receive applications by the deadline to be considered for grant funding. Faxed or e-mailed applications will not be accepted.

### **Application Form**

Application must be completed using application format and cover sheet in Attachment 1 of this document. Submit an unbound original and a CD version to Department of Transportation.

### **Governing Board Resolution and Letters of Support**

A resolution of the MPO Governing Board must be included along with letters of support from the Councils of Governments (if separate entities) in the geographical area. The resolution should authorize the MPO to manage the Regional Blueprint Planning Grant and to collaborate with the other stakeholders.

Application also should include letters of support and commitment to the regional blueprint planning process from as many other key stakeholders as possible, including counties and cities, Native American Tribal Governments, employers, labor, environmental and community organizations.

Applications will be evaluated in part on the broad base of support and commitment to participate in the process and implementation of the Regional Blueprint Plan.

### **Note**

***Application must be from MPO (by resolution of Governing Board) along with letters of support from the COGs in the region. Letters of support from others are desirable and will be a factor in evaluating the applications, but are not a requirement.***

## **Review and Selection Process**

Proposals will be reviewed and evaluated by staff from the Federal Highway Administration, Departments of Transportation, and Housing and Community Development in consultation with other Administration agency representatives. Recommendations for funding will be submitted to the Business, Transportation and Housing Agency. Final scopes of work and funding levels may be negotiated with applicants depending on review comments from Administration representatives.



## **Contract Administration Information**

### **Financial Requirements**

Administrative costs for these projects must not exceed 15 percent. Administrative costs are generally defined as grant administration, office supplies, telephone bills, reproduction, and rent. Grant funding is provided in arrears with reimbursement occurring no more frequently than monthly. The applicant must pay its sub-recipient and named subcontractors prior to requesting reimbursement from Caltrans. Local match must be expended on a proportional basis coinciding with the expenditure of the grant funds. Sources for local match can include local sales tax, special bond measures, private-sector donations, private foundations, etc. Federal funds cannot be used to match this grant.

### **Ineligible Projects**

Environmental studies, plans or documents normally required for project development under National Environmental Policy Act (Environmental Impact Statement) and or California Environmental Quality Act (Environmental Impact Report), and final design or engineering qualified work are not eligible for these grants. Actual construction and procurement of equipment or materials, such as building a facility or purchasing vehicles and computers, are not eligible for these grants.

Note: Conceptual renderings and drawings of projects, such as might be gained from community meetings or focus groups, are permissible under these grants.

### **Ownership**

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold, or used exclusively by any business, organization, or agency. The awarding agency reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for government purposes.

### **Final Products**

All published reports funded through the grant program shall contain a credit reference on the cover or title page acknowledging the Federal Transit Administration's or the Federal Highway Administration's financial participation. Two copies of all published reports shall be forwarded to Caltrans' Office of Regional & Interagency Planning and the library of the California Department of Housing and Community Development.

### **Overall Work Program**

Metropolitan Planning Organizations (MPOs) must include awarded projects in their Overall Work Program (OWP). The OWPA process will be used to incorporate the Blueprint into the OWP. Follow the same and customary process for encumbering other SPR I funds.

## **Pre-Award Audit**

Grants in excess of \$250,000 require a pre-award audit. Pre-award audit may delay project implementation. For more information see Caltrans Local Programs Procedures (LPP) 00-05 “Pre-Award Audit Requirements and Consultant Procurement” dated December 15, 2000.

<http://www.dot.ca.gov/hq/LocalPrograms/lpp/LPP00-05.pdf>

## **Subcontracting**

See 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. When sub-recipients are included on the grant application, the applicant must submit a justification stating why the sub-recipient is best qualified to perform the specified elements of the project.

Grant Recipients must conduct procurement transactions in a manner providing full and open competition. Grantees are prohibited from restricting competition in federally supported procurement transactions.

For simple and informal procurement methods of securing services, supplies, or other property exceeding the federal simplified acquisition threshold, currently fixed at \$100,000, sealed bids or competitive proposals generally are required.

## **Title VI Non-Discrimination Requirement**

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically Title VI provides the following:

No person in the United States shall, on the ground of race, color, national origin, religion, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the Federal government.

The California Department of Transportation is responsible for complying with civil rights requirements and for monitoring compliance of any sub-recipients of funding. This is also applicable to sub-recipients of State funding. The Federal Highway Administration has requirements that recipients must demonstrate continued compliance with Title VI.

## **Disadvantaged Business Enterprise (DBE) Requirement**

Applicants for Federally funded grants must comply with Title VI Civil Rights requirements regarding Disadvantaged Business Enterprises (DBE) programs. For more information see 49 CFR Parts 23 and 26 Participation by DBE in the Department of Transportation Programs and Caltrans’ Local Assistance Procedures Manual Chapter 9.

This can be found at the following Caltrans website.

[http://www.dot.ca.gov/hq/LocalPrograms/lam/prog\\_p/p09crdbe.pdf](http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/p09crdbe.pdf)

### **Period of Availability of Funds**

All grant recipients must have their approved projects programmed in an approved Overall Work Program, Overall Work Program Agreement and encumbered by March 1, 2007, and they have two years to complete the project (December 31, 2007).

If funds are not encumbered by June 1, 2007, the grant will be awarded to the remaining award recipients. A successful grant recipient must liquidate all obligations incurred under the grant award no later than 90 days after the end of the funding period to coincide with the submission of the MPO's/RTPA's Final Expenditure Report.

## **How to Reach Us for Assistance**

By Mail:       State of California  
                  Department of Transportation  
                  Division of Transportation Planning, MS-32  
                  P.O. Box 94272  
                  Attn: Marilee Mortenson  
                  Sacramento, CA 94274-0001

By Fax:        (916) 653-0001

By E-Mail and Phone:

Project Manager: Sharon Scherzinger  
Sharon\_Scherzinger@dot.ca.gov   (916) 653-3362

Program Staff: Marilee Mortenson  
Marilee.Mortenson@dot.ca.gov    (916) 653-3758

In person: Caltrans is located at 1120 N Street, Sacramento, CA 95814.

## **Match Requirement**

### **Local Match Requirements**

A minimum local match of 20 percent non-federal funds will be required. Agencies demonstrating a higher match will be given priority.

### **Matching or Cost Sharing**

The values of third party in-kind contributions may not count towards satisfying a cost sharing or match requirement of a grant award if they have been or will be counted towards satisfying the matching requirement of another Federal grant agreement or any other award of Federal funds.

The value of third party in-kind contributions may be accepted as the match for FHWA and FTA State Planning and Research funds and may be on either the total scope of work of the proposed project or specific planning activities or tasks of the project. The use of third party in-kind contributions must be identified in the original scope of work of the grant application, the project specific work element of the approved overall work program, and future amendments. The Caltrans Office of Regional and Interagency Planning (ORIP) must approve the use of third-party in-kind contributions in advance, prior to approval of the grant award. The Caltrans District Office of Transportation Planning and the grant recipient is responsible for ensuring that the following additional criteria are met:

1. The third party performing the work agrees to allow the value of the work to be used as the match.
2. The work performed by the third party is an eligible transportation planning activity that benefits the federally funded work.
3. The third party work is performed during the period to which the matching requirement applies.
4. The third party in-kind contributions are verifiable from the records of Caltrans and the grant recipient and these records show how the value placed on third party in-kind contributions was derived.
5. If the total amount of third party expenditures at the end of the program period is not sufficient to match the total expenditure of Federal funds by the grant recipient, the recipient will need to make up any shortfall with its own funds.

## **Application Review and Estimated Contracting Timeline**

October 2, 2006	Final application due to Caltrans by 5:00 PM
December 15, 2006	Grant Awards Announced
January 30, 2007	Agreements Executed

## Grant Application Cover Sheet

First Year Grant – 2006/07

REGIONAL BLUEPRINT PLANNING PROGRAM		
<b>Project Title:</b>		
<b>Location (county/city):</b>		
	<b>Applicant</b>	<b>Sub-recipient(s)</b>
<b>Organization</b>		
<b>Contact Person</b>		
<b>Mailing Address</b>		
<b>City</b>		
<b>Zip Code</b>		
<b>E-mail</b>		
<b>Telephone</b>	( )	( )
<b>Fax</b>	( )	( )

Funding Information for FY 2006/2007		Identify Fund Source
<b>Grant Funds Requested</b>		
<b>Cash Local Match</b>		
<b>In-kind Local Match</b>		
<b>Other Funding</b>		
<b>Total Cost</b>		

To the best of my knowledge, all information contained in this proposal is true and correct.

\_\_\_\_\_  
Signature of Authorized Official (Applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Attachment 2**

### **Blueprint Continuing Grant Renewal Proposal Criteria**

#### **Work Plan and Evaluation Report**

Each applicant shall submit an Overall Work Program Work Element that covers activity to be completed in the first year of a Regional Blueprint Plan, identifying proposed outcomes, activities and tasks, significant milestones, deliverables (including interim and final products on a State fiscal year basis), and cost estimates for each deliverable to allow for partial funding of the total request. The Work Element should set forth the specific activities and deliverables on a monthly basis in order to demonstrate significant progress each quarter and at the end of the first year. Quarterly and annual progress reports will be required.

#### **Describe Plan Area**

Describe the regional setting and the state of the region in the areas of land use, green infrastructure, air quality, transportation system, housing availability and jobs-housing balance.

#### **Work Plan Elements**

The Work Plan should describe how the following would be accomplished:

1. Engagement with a broad range of public and private stakeholders, including local elected officials, city and county agencies, federal and state resource protection agencies, civic and community leadership organizations, and the general public, including sustained involvement and long-term support for the ongoing collaborative planning process. Describe how public involvement and support and project leadership will be developed, with outreach to engage all segments of the population, particularly those that address the 3 E's: employers and business, labor and workers, environmental and conservation groups, community-based organizations and social equity organizations.
2. Improved coordination and consistency of economic development and jobs, housing, transportation, and environmental planning.
3. Transportation infrastructure that supports improved mobility and air quality and reduced single-occupant vehicle trips (including encouraging more walking and bicycling).
4. Planning to accommodate an adequate supply of housing on a more efficient land use pattern over the next twenty years that:
  - a. Optimizes infill/refill and identifies priority areas for transit oriented development.
  - b. Minimizes impacts on productive farmland and valuable habitat;
  - c. Provides a foundation for improved mobility, reduced single-occupant vehicle trips (including encouraging more walking and bicycling) and improved air quality.
  - d. Reduces sprawl and promotes more efficient land use in new edge development.
  - e. Promotes resource use efficiency (energy, water and materials conservation).



- f. Identifies specific geographic areas within the region that are priorities for increasing the amount and rate of housing development and jobs and/or the type of housing.
5. Incorporation of green infrastructure (i.e., waterways, wetlands, woodlands, wildlife habitats, and other natural areas; greenways, parks and other conservation lands; working farms, ranches and forests; and wilderness and other open spaces) into regional planning.
6. Use of technology in the development of the Regional Blueprint Plan and the dissemination of information to partners, stakeholders and the public.
7. Relationship of the Regional Blueprint Plan to the vision, goals and objectives of other plans within the region. Connection to existing interregional partnerships, studies in progress, and modeling enhancements is essential (identify how existing efforts, plans, studies will be incorporated in the process such as habitat conservation plans, business alliances, community-based programs, and educational efforts).
8. Development of local government commitment to incorporate the results of the Regional Blueprint Plan into Regional Transportation Plan, local General Plans and other relevant planning efforts (please provide as much documented commitment as possible).

### **Describe Related Work**

Those MPOs that have already initiated a similar “blueprint” planning process, should describe how the past years work relates to continuation or implementation of regional scenario planning they have already undertaken. They should describe the specific implementation strategies being used, and how they were developed, and the extent of existing support for these strategies.

### **Budget, Milestones and Timetable**

Provide a detailed timetable with activities, monthly milestones and products to be produced utilizing Regional Blueprint Grant funding. The timetable must identify the entity anticipated to perform the activity or produce the product.

Provide a line item budget that corresponds to the timetable activities and milestones.

Describe the source and method for tracking the match requirement.

A sample budget and timetable is attached.

### **Reporting Requirements**

Quarterly and annual progress reports will be required. Each approved grantee will also be required at project closeout to submit an evaluation report on the effectiveness of the scenario planning effort (funded either wholly or in part by this request), including a description of any obstacles or challenges that were encountered and suggested strategies or actions to address them.

**DRAFT**

**Attachment 3**

**Proposal Schedule and Funding Chart**

*(Proposal must contain the following elements in the following format.)  
Can be more than one page (two years).*

Project Title:	Regional Planning Blueprint for X Region																	
	Fund Source						Fiscal Year 2005/2006											
TASKS	Responsible Party	Cost Total	Grant (%)	Local (%)	In-kind (%)	Other \$ (%)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Deliverable Product
RFP Consultant selection, Start-up	MTA	\$1,355	\$1,200	\$155			X	X	X									RFP & Consultant Selected
Data Collection, review existing data and documentation	Consultant	\$4,066	\$3,600	\$466						X	X	X						Traffic counts, accident data, ped & bicycle data
Public Workshops, Surveys	Consultant	\$10,844	\$9,600	\$1,244								X	X	X				Public Comments
Final Review/Final Product	Consultant	\$10,844	\$9,600	\$1,244											X	X	X	Completed Area Transportation Study
TOTALS		\$27,109	\$24,000	\$3,109														

**Attachment 4**

**2006-2007 Regional Blueprint Planning Grant  
Proposal Checklist**

**NUMBER OF COPIES AND FORMAT**

One copy (unbound) of each complete application package, using Overall Work Program Work Element format, submitted on white 8 ½ x 11” paper (number each page). Applications should be no more than 15 pages long, excluding grant cover sheet and letters of support.

One electronic version in Microsoft Word format (sent via disc or CD).

**PROVIDE THE INFORMATION BELOW IN THE FOLLOWING ORDER**

Completed and signed grant application cover sheet (page 13).

Completed 2006-2007 Transportation Planning Grant Application workplan addressing program criteria (page 14).

Attached letters of support (letters must include project name).

If applicable, provide a statement identifying why each sub-recipient or sub-contractor identified in proposal is uniquely qualified to assist with implementation of the project.

**THE APPLICATION MUST BE RECEIVED BY 5:00 PM, MONDAY  
OCTOBER 2, 2006 AT THE CALTRANS HEADQUARTERS  
BUILDING.**